



Town of Temple Open Elected Positions January 2022

Provided by the Community Advisory Committee

FILING PERIOD FOR THE TOWN OF TEMPLE ELECTED OFFICES JANUARY 19, 2022 - JANUARY 28, 2022

Open Positions in 2022

Scroll through the pages for descriptions of all positions

MODERATOR - 1 Position (2 year term)

SELECT BOARD[^] - 1 Position (3 year term)

TOWN CLERK^{*} - 1 Position (3 year term)

TAX COLLECTOR^{*} - 1 Position (3 year term)

TREASURER[^] - 1 Position (3 year term)

TRUSTEE OF THE TRUST FUNDS -
1 Position (3 year term)

CEMETERY TRUSTEE - 1 Position (3 term),
2 Positions (2 year term)

**Indicates paid position*

LIBRARY TRUSTEE - 1 Position (3 year term), 1 Position
(2 year term), 1 Position (1 year term)

FIRE ENGINEER - 1 Position (3 year term)

PLANNING BOARD - 2 Positions (3 year term)

BUDGET ADVISORY - 2 Positions (3 year term), 1 Position
(1 year term)

SUPERVISORS OF THE CHECKLIST^{*} - 1 Position (6 year
term)

*[^]Select Board members and the Treasurer receive
stipends.*

**Instructions on how to file for a position are included
at the end of this document.**

Moderator

1 Open Position in 2022

Two year term

- ▶ Moderator position oversees annual Town Meetings and elections.
- ▶ As the moderator, put together a team of election workers to work the polls.
- ▶ Ensures vote is counted correctly and recorded.
- ▶ See RSA's 40:1 to 40:4 *Government of Town Meeting - Moderator* for more information.

Select Board[^]

1 Open Position 2022

Three year term

- ▶ The Select Board has unique statutory powers to administer the operations of the town, including authority to "manage the prudential affairs of the town."
- ▶ Some duties include (See RSA's 41:8 to 41:15)
 - ▶ Financial Duties
 - ▶ Establishment of Fees
 - ▶ Employee Candidate Background Checks
 - ▶ Regulation of Use of Highways, etc.
 - ▶ Manage Town Property
 - ▶ Enforcement of Regulations
 - ▶ Regulations; Permitting
 - ▶ Publishing the Town Report
 - ▶ Acquisition or Sale of Land, Buildings, or Both
 - ▶ Adoption and Amendment of Town Codes and Ordinances
 - ▶ Property Tax Rates
- ▶ Select Board members also serve on other boards and committees as Ex-Officios.

[^]Select Board members receive an annual stipend.

Town Clerk*

1 Open Position in 2022

Three year term

- ▶ Responsible for:
 - ▶ Recording all votes passed by the town;
 - ▶ Keeping accurate and official records and minutes for town meeting, including elections, ordinances and bonds;
 - ▶ Keeping historical information for the town such as vital records and marriage licenses;
 - ▶ Motor vehicle registrations;
 - ▶ And issuing dog licenses
- ▶ Works in the Municipal Office
 - Tuesday: 12 - 6pm
 - Wednesday: 9am - 2pm
 - Thursday: 9am - 1pm

*This is a paid position.

Tax Collector*

1 Open Position in 2022

Three year term

- ▶ The duties of this office, as defined in RSA 41:35, are
 - ▶ To collect the taxes that have been committed to them by the assessors, including Land Use Change Tax (LUCT);
 - ▶ To keep in suitable books a fair and accurate account of all that has been committed, paid, and abated;
 - ▶ And, when asked in writing by the Select Board, to provide a detailed list of uncollected taxes.
 - ▶ The tax collector must also remit to the treasurer the monies collected. Records are audited annually.
- ▶ Works in the Town Municipal Office:
 - Tuesday: 12 - 6pm
 - Wednesday: 9am - 2pm
 - Thursday: 9am - 1pm

*This is a paid position.

Treasurer[^]

1 Open Position in 2022

Three year term

- ▶ The Treasurer is responsible for the custody, deposit and disbursement of town funds in compliance with detailed statutory standards.
- ▶ The Treasurer submits books, vouchers and statements to the Budget Advisory Committee, Select Board, and Auditors.
- ▶ The Treasurer also invests excess funds in accordance with the Select Board, and pays out town money only on orders of the Select Board with a few exceptions:
 - ▶ Conservation Commission Fund
 - ▶ Recreation Commission Revolving Fund
 - ▶ 250th Anniversary Fund
- ▶ See RSA 41:29 for additional information
- ▶ Works in the Municipal Office as needed.

[^]The Treasurer receives a stipend.

Trustees of the Trust Fund

1 Open Position in 2022

Three year term

- ▶ RSA 31:19 - 31:38-a
- ▶ Trustees of the Trust Funds hold, manage, and invest both public and private money.
 - ▶ Trustees make sure the purpose specified by the donor of private money is followed.
 - ▶ Trustees make sure the directives of the taxpayers are followed when public money is appropriated.
 - ▶ Trustees of Trust Funds are permitted to hold and administer only those gifts that serve a public and not a private purpose.
- ▶ Trustees of the Trust Funds serve as the town's fiduciaries.
- ▶ Three members
- ▶ <https://www.templeh.org/trustees-of-the-trust-funds>

Cemetery Trustees

3 Open Positions 2022:

1 Open position for 3 year term

2 Open positions for 2 year term

- ▶ RSA 289:6 I requires every municipality to elect a board of cemetery trustees consisting of 3 members.
- ▶ One of the duties of the Cemetery Trustees is to adopt regulations for the management of all municipal cemeteries.
- ▶ Another duty of the Cemetery Trustees is to prepare an annual budget for the support and maintenance of the municipal cemeteries.
- ▶ In Temple, the Road Agent is the Cemetery Supervisor and the highway department staff covers cemetery and funereal duties and general maintenance.
- ▶ <https://www.templenh.org/cemetery-trustees>

Library Trustees

3 Open Positions in 2022:

- 1 Open Position for 3 year term
- 1 Open Position for 2 year term
- 1 Open Position for 1 year term

- ▶ A group of citizens to whom the public library is entrusted. The trustees are vested with the entire custody and management of the library.
- ▶ They select a librarian (often called the library director), adopt policies to govern the library's operation, and work for adequate financial support of the library.
- ▶ They have the power to expend all funds provided to the library, and determine how they will be spent.
- ▶ See RSA 202-A:6 for additional information
- ▶ Meets monthly or as needed.
- ▶ <https://www.templeh.org/library-trustees>

Fire Engineers

1 Open Position in 2022

Three year term

- ▶ Candidates are typically members of the Temple Volunteer Fire Department.
- ▶ Three Fire Engineers elected to staggered terms.
- ▶ See RSA 154:1 for more information
- ▶ <https://www.templenh.org/fire-department>

To join the department as a volunteer:

- ▶ <https://www.templenh.org/fire-department/pages/volunteer-information>

Planning Board

2 Open Positions 2022

Three year terms

- ▶ Planning Board responsibilities include reviewing and amending the Zoning Ordinance as necessary, maintaining the Master Plan, and overseeing Subdivision Requests, Lot Line Adjustments, Site Plan Review and Earth Excavation Regulations.
- ▶ Six elected positions plus one Select Board member who serves as Ex-Officio.
- ▶ See RSA's 672-676 for more information
- ▶ Meets 1st and 3rd Tuesdays of every month, or as needed.
- ▶ <https://www.templeh.org/planning-board>

Budget Advisory Committee

Three open positions in 2022:

2 positions for 3 year term

1 position for 1 year term

- ▶ Our primary mission is to work annually with the town departments, committees, and boards to prepare and propose a Town Budget for approval by the Select Board in February and ultimately by the tax payers at Town Meeting in March.
- ▶ Works closely with CIP committee, which looks at larger purchases.
- ▶ From time to time the Select Board calls upon the BAC to provide various finance-related recommendations and consultations.
- ▶ Meets twice a month from September through February, adjusted for holidays, and as needed throughout the year. Meeting times vary to accommodate department/committee/town staff schedules.
- ▶ <https://www.templeh.org/budget-advisory-committee-bac>

Supervisors of the Checklist*

1 Open Position in 2022

Six year term

- ▶ Maintain the voting information for the Town of Temple.
- ▶ Three members
- ▶ See RSA 41:46-a & Section 654: Voters and Checklists for more information
- ▶ <https://www.templeh.org/supervisors-of-the-checklist>

**Supervisors of the Checklist are compensated for their time at voter registrations and elections.*

To get your name on the ballot for an Elected Position:

File with the Town Clerk, Joyce Kullgren

Phone (603) 878-3873

or

Email at TempleClerk@comcast.net

****If you decide to run, you must sign-up between January 19th and January 28th.****

Town Clerk Hours:

Tuesday 12 PM to 6 PM

Wednesday 9 AM to 2 PM

Thursday 9 AM to 1 PM

& Friday, January 28th from 3 PM to 5 PM.

Thank you to all our town staff and
volunteers past, present and future!

Questions or Comments?

Visit the town website at www.TempleNH.org

Email boardassistant@TempleNH.org

or

Contact the town office at (603) 878-2536